Job Announcement
Program & Events Associate - Full-Time

The Non-Profit Housing Association of Northern California (NPH), an affordable housing advocacy membership organization based in San Francisco, is looking for an organized and detail-oriented individual to support our team in the administration and execution of our programs, trainings, and events as our Program and Events Associate. This person would join a passionate, collaborative, and creative team of a dozen staff with a track record of success in advancing affordable housing solutions in the Bay Area and across California.

About NPH
NPH is a non-profit 501(c)(3) tax-exempt organization founded in 1979. We activate our members to make the Bay Area a place where everyone has an affordable and stable home. We are 750 affordable housing developers, advocates, community leaders, and businesses working to secure resources, promote good policy, educate the public, and support affordable homes as the foundation for thriving individuals, families and neighborhoods. Our vision is a future where everyone has a place to call home and where low-income communities, and communities of color, stay and prosper in the Bay Area. NPH is dedicated to advancing racial and economic equity and inclusion in the communities we serve, in our organization, and in the affordable housing industry and movement.

NPH is an Equal Opportunity Employer
NPH is committed to creating a diverse, equitable, and inclusive workplace and is proud to be an equal opportunity employer. We strongly encourage women, people of color, LGBTQ persons, people of different levels of physical ability, and all qualified persons to apply for this position.

Job Summary
The Program and Events Associate will be an integral member of the NPH operations team. The position will provide key staff support to event and program management, execution, and evaluation. NPH events and programs include our two signature annual events - the Affordable Housing Leadership Awards, Affordable Housing Conference - as well as Brown Bag Trainings, Emerging Leadership Peer Network trainings and events, and the Resident Services Professional Development Training Series. NPH events and programs provide opportunities for affordable housing professionals to learn, connect, and collaborate.

A successful Program and Events Associate will have strong project management and organizational skills needed to oversee and manage all event details and components, and strong familiarity with CRM platforms, ideally Salesforce. This person should be comfortable with completing tasks within a timeline, be detail-oriented, and have a knack for proactive problem-solving. This person should enjoy being part of a highly motivated fast-paced team committed to excellence, community building, and social justice.

The Program and Events Associate is a full-time employee supervised by the Program and Events Manager and collaborates closely with other NPH staff, member organizations, and coalition partners.
Job Duties

- **Provide ongoing program support for trainings** within the three stages of the training event:
  - **Preparation**, includes finalizing training logistics (location, date, and time), collecting information from trainers (description, speakers, etc.), creating the registration site, managing the guest list, sending information and details of the training to attendees, and creating and collecting evaluation forms. (30%)
  - **Day-of**, includes leading day-of set-up, registration, clean-up, etc. (5%)
  - **Follow-up**, includes collecting presentations and handouts from trainers and, drafting, distributing, and collecting audience surveys. (5%)

- In coordination with the Administrative Associate, **maintain and manage the training and events data** in NPH’s Salesforce database, including updating attendee information, and tracking and updating the guestlist, event sponsorships, and ticket purchases. (30%)

- **Provide special events support** for NPH’s annual events, including Awards, Conference, fall fundraiser, and member party. (20%)

- In partnership with the NPH communications team, **offer marketing and communications support**, including updating events calendar to include NPH events and member events, maintaining events webpages and registration sites, and, drafting and scheduling promotional emails. (10%)

Skills and Qualifications

Please note, we do not expect every applicant to have every skill and qualification listed here. A strong Program and Events Associate candidate will match at least 80%.

- 2+ years in an event management or support role;
- CRM and Database experience, especially in Salesforce;
- Excellent verbal and written skills;
- Experience with WordPress and/or Salsa;
- Demonstrated ability to work independently as well as collaboratively;
- Ability to multitask, be flexible, and prioritize different ongoing projects;
- Familiarity with Bay Area communities;
- Commitment to racial and economic diversity, social justice, and affordable housing.

Compensation & Benefits

Salary range is $50,000 to $60,000. NPH offers an excellent benefit compensation package including medical and dental insurance, paid vacation, holidays and sick time, a retirement savings plan, and commuter subsidy benefit.

Application Process

Applicants should email a resume and cover letter to info@nonprofithousing.org with the subject line: **Program & Events Associate**. Questions about the position may be directed to info@nonprofithousing.org.

**Application deadline is February 7, 2020.** This position is open until filled.